

The NH Division of Weights and Measures

FINDINGS IN THE FIELD (e-letter) ***Division Field Notes ~ Technician Tips***

TO: Licensed NH Service Technicians and Service Companies
FROM: New Hampshire Division of Weights and Measures
DATE: April 2015
TOPIC: **Note #9: Reminder: Equipment Certification Requirement**

Reminder to All Licensed N.H. Service Technicians & Service Companies

Before renewing unrestricted service technician certificates of registration (i.e., licenses), all equipment shall be certified by the Division's laboratory or another accredited laboratory between 30 and 90 days prior to the certificate of registration's expiration each year. For example, if your renewal date is June 30th each year, the service technician or service company should schedule the equipment certification sometime in April or May.

To have the Division's laboratory certify equipment contact Tim Osmer at (603) 271-0894 or email timothy.osmer@agr.nh.gov or call the Division's main office at (603) 271-3700 to arrange a time to drop off equipment for certification. The Division's laboratory performs mass calibrations in echelon levels I (extra fine accuracy), II (fine accuracy), and III (medium accuracy). Volume calibrations are available in echelon levels I (gravimetric) and II (volume transfer). *See N.H. Administrative Rule 1404.08 below.*

Agr 1404.08 Renewal of Certificates of Registration as a Service Technician; Form ST-2.

(a) **Between 30 and 90 days before the expiration of an unrestricted certificate of registration, service technicians intending to renew such a certificate shall submit to the division for examination and calibration all testing equipment, except for the equipment described in (g) below, which they intend to use and which has not been certified by an accredited laboratory since the previous certificate was issued.**

(b) Applications for renewal of a certificate of registration as a service technician shall be submitted no later than 30 days prior to the expiration of the certificate being renewed.

(c) Service technicians applying for renewal of their certificates of registration shall:

- (1) Submit payment of the renewal fee to the division;
- (2) Follow the general application procedures in (d) below; and
- (3) Comply with the requirements in (e) and (f) below if those requirements are applicable.

(d) The general application procedures shall require that applicants for renewal of a certificate of registration:

- (1) Review the information they find preprinted on form ST-2 as it is provided by the division;
- (2) Correct any preprinted information which is incorrect; and
- (3) Submit the form to the division after signing and dating the same statement(s) they were required to sign on the application form for the initial certificate of registration.

(e) Every 6 years applicants seeking renewal of certificates of registration to work with devices in categories A, B or H listed in Agr 1404.02(d)(1), (d)(2) and (d)(8), respectively, shall:

- (1) Pass the written service technician examination administered by the division; or
- (2) Faithfully attend and successfully complete a division-sponsored seminar offered as an alternative to the examination.

(f) Applicants required by (e) above to pass the written service technician examination or successfully complete a division-sponsored seminar shall:

- (1) Comply with the examination application procedures in Agr 1404.06(b); and
- (2) Submit payment of the \$20 examination fee to the division.

(g) The only testing equipment that is not required to be re-examined and re-calibrated annually by the division's laboratory or another accredited laboratory shall be LPG and vehicle tank meter provers, 50 gallons or larger. Such provers shall be calibrated at least every 5 years.

Please be advised that this e-letter addresses specific issues encountered by Division investigators and Division staff including: devices that licensed NH service technicians test, calibrate, and certify pursuant to RSA 438, updates and reminders of procedures and techniques in the NIST Handbooks, reminders of the Division's laws and rules and other relevant matters. It is intended for educational use and is not a complete representation of the Division's laws or rules.

****Service Companies:
Please share this information with your licensed
New Hampshire service technicians****

For a complete and official version of the Division's laws and administrative rules go to our *newly designed website*: www.agriculture.nh.gov & click on the Division of Weights & Measures laws and rules page